




Gujarat Alkalies and Chemicals Limited

**User Manual
For
Web based Recruitment Module**

➡ When click on “Career” link, it will display the list of active openings at GACL.



Gujarat Alkalies and Chemicals Limited

Promoted by Govt. of Gujarat

Website : www.gacl.com
08 April, 2015 11:35:18 A.M.
[How to Apply](#)

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Sr. No.	Position	Location	Opening Date	Closing Date	New User
1	Dy. General Manager / Addl. General Manager (IR & A) Qualification : MSW/ MLW / MHRM / MBA (HR) / Master in Social Sciences Diploma in Labour Laws / LLB	BARODA	08th APR, 2015	20th APR, 2015	Apply Details
2	Addl. General Manager (Security & Vigilance) Qualification : Graduate from recognized University,	BARODA	08th APR, 2015	20th APR, 2015	Apply Details
3	Sr. Manager / Manager (Finance) Qualification : M.Com with inter CA, Preferably CA/ICWA.,	BARODA	08th APR, 2015	20th APR, 2015	Apply Details
4	Engineer (Process) Qualification : BE / B.Tech (Chemical) from recognized University.,	DAHEJ	08th APR, 2015	20th APR, 2015	Apply Details
5	Management Trainee (Finance) Qualification : B.Com with CA/ICWA,	BARODA	08th APR, 2015	20th APR, 2015	Apply Details
6	Research Associate (R & D) Qualification : M.Sc (Org. / In-org. / Applied Chem.) with PhD (Org. Syn. / In-org. Syn. / Bio-polymer/Corrosion),	BARODA	08th APR, 2015	20th APR, 2015	Apply Details
7	Management Trainee (Marketing / Foreign Trade) Qualification : BE / B.Tech (Chem.) with MBA (Mktg / Foreign Trade) (full time) with min. 60% and above marks,	BARODA	08th APR, 2015	20th APR, 2015	Apply Details
8	Graduate Engineer Trainee (Chemical / Mechanical / Electrical / Civil / Instrumentation) Qualification : BE / B.Tech (Chem. / Mech. / Elect. / Civil / Instrumentation) with min. 60% and above marks,	BARODA/DAHEJ	08th APR, 2015	20th APR, 2015	Apply Details
9	Graduate Engineer Trainee (Environment) Qualification : BE / B.Tech (Environment) with minimum 60% and above marks,	BARODA/DAHEJ	08th APR, 2015	20th APR, 2015	Apply Details
10	Graduate Engineer Trainee (Risk Management) Qualification : BE / B.Tech (Safety & Environment) with min. 60% and above marks. Post Graduate Diploma in Industrial Safety	BARODA/DAHEJ	08th APR, 2015	20th APR, 2015	Apply Details
11	Graduate Engineer Trainee (Safety & Risk Management) Qualification : BE / B.Tech (Chem.) with min.60% OR Science Graduate with PGDIS with min.60% and above marks,	BARODA/DAHEJ	08th APR, 2015	20th APR, 2015	Apply Details
12	Trainee Chemist (QC) Qualification : B.Sc (Chemistry) with minimum 60% and above marks,	BARODA	08th APR, 2015	20th APR, 2015	Apply Details
13	Chief Manager (Process) - Toll Manufacturing Unit Qualification : BE / B.Tech in Chemical Engineering MBA OR Post Graduate Diploma in Business Management will be an added advantage.	BARODA	08th APR, 2015	20th APR, 2015	Apply Details
14	Engineer (Chemical / Mechanical) - Toll Manufacturing Unit Qualification : BE / B.Tech in Chemical or Mechanical Engineering from recognized University,	BARODA	08th APR, 2015	20th APR, 2015	Apply Details
15	Trainee Chemist (M.Sc) - Toll Manufacturing Unit Qualification : M.Sc. (Organic Chemistry / In-organic Chemistry / Applied Chemistry) with min.60% and above mark However project work if carried out during M.Sc. programme will be an added advantage.	BARODA	08th APR, 2015	20th APR, 2015	Apply Details

Note:

- We do not discriminate for consideration on account of Sex, Caste and Religion.
- Remuneration will be commensurate with industry standards. The company reserves its right to transfer employees any where in India for all positions.
- Candidates, who will appear for their respective final exam in the month of April-May 2015, may also apply. However, He/ She should mention the percentage (%) of the marks secured in the last semester.
- In case of any query you may contact on 0265-2232631/2061200/6540436 Ext. 543/270 between 10:00 AM to 4:00 PM.
- All interested and aspiring candidates may apply on-line against any one of the above positions with in 10 days of publication of this advertisement and also send the hardcopy by post to:
Head HR, Human Resource Department, Gujarat Alkalies and Chemicals Limited, P.O. Petrochemicals, District: Baroda – 391 346

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➡ To apply against your desired openings, you have to press “Apply” button available against desired opening.



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- Candidates, who will appear for their respective final exam in the month of April-May 2015, may also apply. However, He/ She should mention the percentage (%) of the marks secured in the last semester.
- In case of any query you may contact on 0265-2232681/3061200/6540436 Ext. 643/270 between 10:00 AM to 4:00 PM.
- All interested and aspiring candidates may apply on-line against any one of the above positions with in 10 days of publication of this advertisement and also send the hardcopy by post to: **Head HR, Human Resource Department, Gujarat Alkalies and Chemicals Limited, P.O. Petrochemicals, District: Baroda – 391 346**

To Register for First Time

Click here to Apply

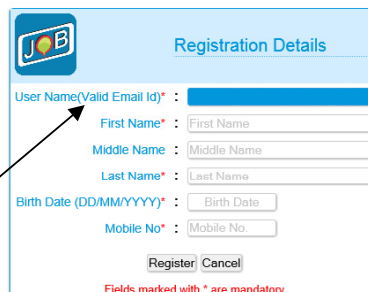
Click to view Application Details

- ☞ Candidates those who are applying On-Line for the first time, can registered themselves by pressing “New User “ button.
- ☞ Candidates can view the details of selected position by pressing “Details” button against the position.

 Gujarat Alkalies and Chemicals Limited <small>Promoted by Govt. of Gujarat</small>		Close
Position	Dy. General Manager / Addl. General Manager (IR & A)	
Qualification	MSW/ MLW / MHRM / MBA (HR) / Master in Social Sciences Diploma in Labour Laws / LLB	
Opening & Closing Date	08th APR, 2015 To 20th APR, 2015	
Experience	<p>Candidate should have minimum 18 -20 Years of Post qualification experience, out of which 12-15 years should be at Managerial position in a company having more than 1000 employees.</p> <p>Having in-depth knowledge of Industrial Relations and legal functions in a large manufacturing organization. He should have adequate exposure of Contract Management System, Compensation & Benefit, Handling Employees' Grievances and dealing with Unions for Harmonious Environment, should be able to effectively contribute to corporate decision making process. He should be fully conversant with IR, Labour laws and compliance related activities, liaison with statutory authorities for Industrial Relations / Human Resources matters. IT/ Computer literacy is must.</p>	
General Terms & Conditions		
1)	Candidate should possess adequate qualifications at graduate and post graduate level in the respective discipline for the above positions from IITs, reputed engineering universities, reputed management schools like IIMs, XLRI, etc.	
2)	Candidates having experience in Heavy chemicals / Fertilizers / Petrochemicals industries will be given preference.	
3)	The candidate shall submit full details of their carrier path along with their application giving at least two references.	
4)	Canvassing in any manner may disqualify the applicant.	
5)	The company reserves its right to accept and/or reject the applicant without assigning any reason.	
6)	Merely meeting the criteria as mentioned above for the respective positions shall not give any kind of right to the applicant to call him/her for interview.	

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- ☞ When “New User” button is pressed, window for “Registration Details” will be open. On submission of solicited details, System will send the initial password on your provided e-mail address. Similar Functionality of “New User” Link is available on Login Screen also.



Registration Details

User Name(Valid Email Id)* :

First Name* :

Middle Name :

Last Name* :

Birth Date (DD/MM/YYYY)* :

Mobile No* :


Fields marked with * are mandatory

Password & all Communication related to opening will be sent on this E-Mail

- On Clicking Register button System Generated Password will be sent to your above provided E-Mail ID.
- Now Login using your E-Mail Id and Password.
- Candidate should take utmost care to furnish correct details while filling the online application. Any mistake committed by candidate shall be his/her sole responsibility.
- While filling the application form, candidates are required to carefully read the instruction display for the field and have to be adhered strictly to that.
- Fields marked with “ * “ in Application Form are mandatory in nature.

❖ Change Login Password

☞ To change the Login Password, Press “Change Password” on Login Details Window.



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19 March, 2015 09:34:31 A.M.

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Post Details			
Position	Senior Manager / Chief Manager (Safety & Environment)		
Qualification	Science graduate with post graduate diploma in industrial safetyPG qualification of environment and/or disaster management		
Opening Date	12th MAR, 2015	Closing Date	31st MAR, 2015
View Post Details			



Login Details

User Name (Valid Email Id) :

Password :

[Sign In](#)

[New User](#)
[Change Password](#)
[Forgot Password](#)

Link for Change Password.


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100%

☞ After changing the password, you are required to Login with changed password.

❖ Forgot Login Password

☞ In case Forgot, Password, to get new password, Press “Forgot Password” on Login Details Window.



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Post Details			
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View Post Details			



Login Details

User Name (Valid Email Id) :

Password :


[Sign In](#)

[New User](#)
[Change Password](#)
[Forgot Password](#)

Link for Forgot Password.

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100%



Forgot Password

User Name (Valid Email Id) :


Birth Date (DD/MM/YYYY) :

Mobile No :

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- ➡ Fill necessary details a system generated password will be sent to your registered email id.
- ➡ User can login with that Password or change the password.

❖ Personal Details



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19 March, 2015 04:00:05 P.M.

Careers @GACL

[Logout](#)

Applying For : Officer (Purchase) Last Date of Submission : 31/03/2015

Personal Details | **Contact Details** | **Family & References** | **Qualification** | **Experience** | **Questionnaire** | **Upload CV**

First Name*	Middle Name*	Surname*
Amul	A	Pandya

Birth Date (DD/MM/YYYY)* : Birth Place* :

Mother Tongue* :

Language Known 1* : ☐ ☐ ☐

Language Known 2 : ☐ ☐ ☐

Language Known 3 : ☐ ☐ ☐

Caste* : Religion* :

Nationality* :

Domicile* :

Marital Status* : Gender* :

Physically Handicapped* : Ex-Serviceman* :

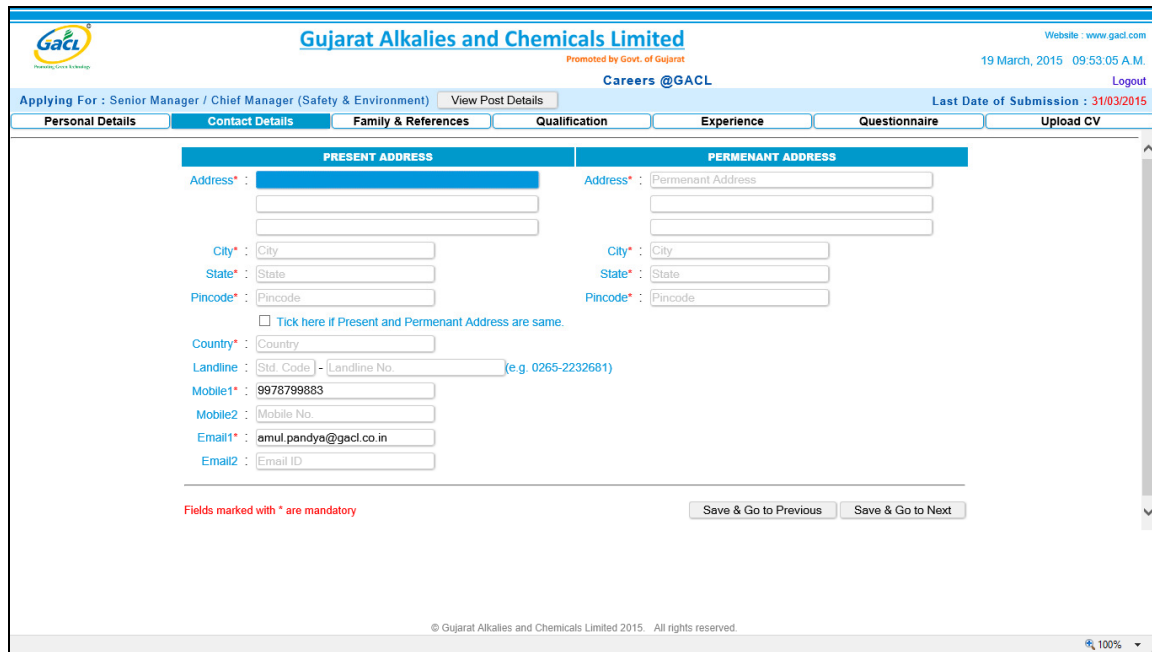
Disease (if any) :

Fields marked with * are mandatory

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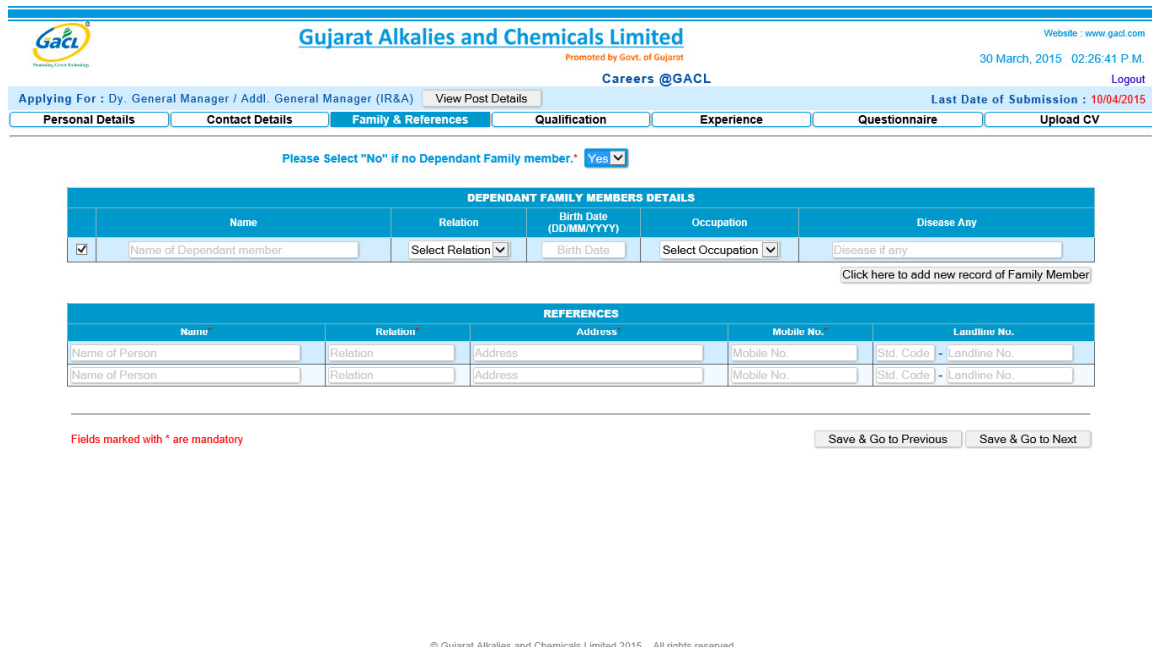
- ➡ "Press Save & Go to Next" Button to save the filled details and move forward.

❖ Contact Details



☞ “Press Save & Go to Next” Button to save the filled details and move forward.

❖ Family & References




☞ Please select “Yes” to enter the details of Dependent family Members.

☞ In case if you do not have any Dependent family Members, please select “No”.

☞ “Press Save & Go to Next” Button to save the filled details and move forward.

❖ Qualification


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Website : www.gacl.com
30 March, 2015 02:27:04 P.M.
Logout

Applying For : **Dy. General Manager / Addl. General Manager (IR&A)** [View Post Details](#) Last Date of Submission : **10/04/2015**

Personal Details
Contact Details
Family & References
Qualification
Experience
Questionnaire
Upload CV

Course	Main Sub.	School/Institution	Board/University	Passing Year	Percentage	Mode of Study
Select Course	Main Subject	School/Institution	Enter Name and Place of Board/U	Select Year	Percentage	Select Mode of Study
Select Course	Main Subject	School/Institution	Enter Name and Place of Board/U	Select Year	Percentage	Select Mode of Study
Select Course	Main Subject	School/Institution	Select Uni. Enter Name and Place of Board/U	Select Year	Percentage	Select Mode of Study
Select Course	Main Subject	School/Institution	Select Uni. Enter Name and Place of Board/U	Select Year	Percentage	Select Mode of Study
M.B.A.(HR)-M.B.A. (Human Resources (HR)), M.S.W-Master of Social Work, MHRM-Master of Human Resource Management, MLW-Master of Labour Welfare (MLW), MSS-Master in Social Science (MSS)						
Select Course	Main Subject	School/Institution	Select Uni. Enter Name and Place of Board/U	Select Year	Percentage	Select Mode of Study
DLL-Diploma in Labour Law (DLL), LL.B-Bachelor of Law						

Other Qualification

Course	Institution	University	Passing Year	Percentage	Mode of Study
<input checked="" type="checkbox"/> Degree/Course	Name of Institution	Name of University	Select Year	Percentage	Select Mode of Study

[Click here to add new record of Other Qualification](#)

Fields marked with * are mandatory


Save & Go to Previous
Save & Go to Next

Uncheck if "N.A."

- ☞ Select the course from the dropdown and fill all the necessary details and other qualification details which you have done during your career.
- ☞ If you don't have any other qualification details then uncheck the checkbox.
- ☞ "Press Save & Go to Next" Button to save the filled details and move forward.

❖ Experience

The Experience details have to be furnish in the chronological order starting from Current /Latest Job Experience to your first job. Only for current employment details system will allow to skip the Date of Leaving.



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Applying For : Senior Manager / Chief Manager (Safety & Environment)
[View Post Details](#)

Last Date of Submission : 31/03/2015

[Personal Details](#)
[Contact Details](#)
[Family & References](#)
[Qualification](#)
[Experience](#)
[Questionnaire](#)
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Type of Service		Type of Org.*	Company Name*		Location of Duty*		Yearly Turnover
Joining		Leaving					
Date (DD/MM/YYYY)	Designation*	Date (DD/MM/YYYY)	Designation*	Report To*	CTC (Rs. in Lacs)*		
No of Person(s) Supervised*	Role Performed*			Reason of Leaving*			
Job Responsibilities*				Remark			
<input type="button" value="Select Service"/>	<input type="button" value="Select Type of Org."/>	<input type="text" value="Company Name"/>		<input type="text" value="Location of Duty"/>		<input type="button" value="Select Turnover of Co."/>	
<input type="text" value="Joining Date"/>	<input type="text" value="Joining Designation"/>	<input type="text" value="Leaving Date"/>	<input type="text" value="Leaving Designation"/>	<input type="button" value="Select Report To"/>	<input type="text" value="CTC (Rs. in Lacs)"/>		
<input checked="" type="checkbox"/> Person Superv.	<input type="button" value="Select Role Performed"/>			<input type="text" value="Reason for Leaving"/>			
<input type="text" value="Job Responsibility"/>				<input type="text" value="Remark if any"/>			

Please mention current employer experience in first row. Leaving date can be left blank and Current designation in Leaving designation in case of current employer


Please specify Training/Apprenticeship separately

Fields marked with * are mandatory.

Click here to add new record for experience details

☞ “Press Save & Go to Next” Button to save the filled details and move forward.

❖ Questionnaire



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Applying For : Senior Manager / Chief Manager (Safety & Environment) [View Post Details](#) Last Date of Submission : 31/03/2015

[Personal Details](#)
[Contact Details](#)
[Family & References](#)
[Qualification](#)
[Experience](#)
[Questionnaire](#)
[Upload CV](#)

Sr. No.	Question
1 *	Describe Personal strengths and weaknesses. <div>(Max. 500 Characters)</div>
2 *	Describe the qualities you are known for. <div>(Max. 500 Characters)</div>
3 *	Describe your long term and short term vision with a brief outline of roadmap. <div>(Max. 500 Characters)</div>
4 *	Describe you as a professional with critical analysis

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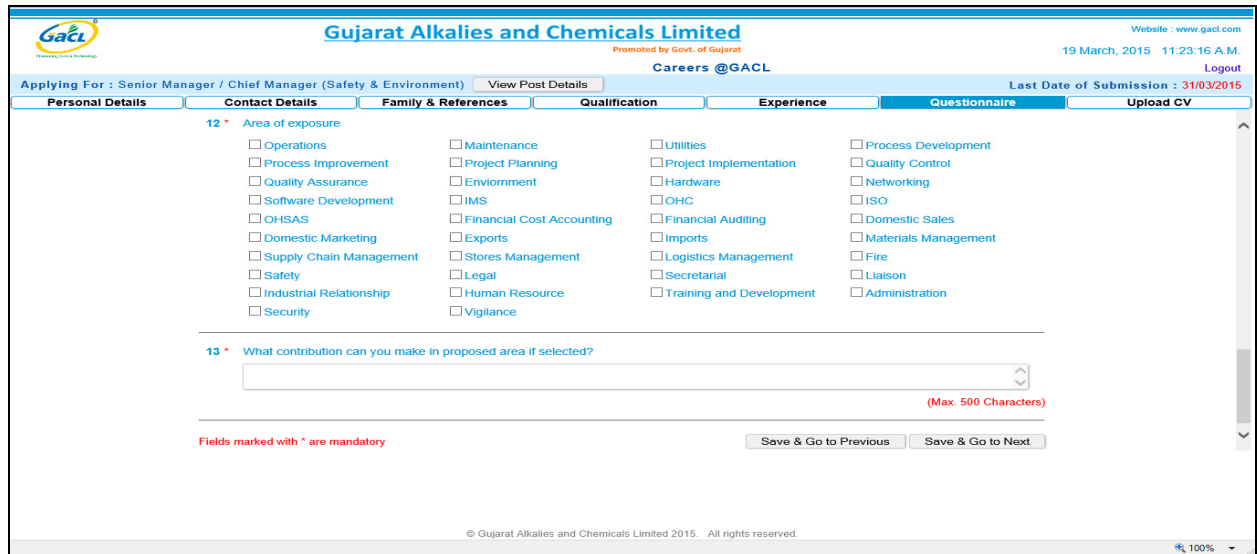
Careers @GACL

Applying For : Senior Manager / Chief Manager (Safety & Environment) [View Post Details](#) Last Date of Submission : 31/03/2015

[Personal Details](#)
[Contact Details](#)
[Family & References](#)
[Qualification](#)
[Experience](#)
[Questionnaire](#)
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8 *	What were the supervisors feedback in past organisations. <div>(Max. 500 Characters)</div>
9 *	Please give brief description of noteworthy contribution by you during last 03 years. <div>(Max. 500 Characters)</div>
10 *	Functional skill set <input type="checkbox"/> Communication <input type="checkbox"/> Presentation <input type="checkbox"/> Analytical <input type="checkbox"/> Reasoning <input type="checkbox"/> Negotiation
11 *	Behavioural skill set <input type="checkbox"/> Interpersonal <input type="checkbox"/> Counseling <input type="checkbox"/> Adaptability <input type="checkbox"/> Grievance handling <input type="checkbox"/> Multitasking <input type="checkbox"/> Stress Management <input type="checkbox"/> Leadership

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Applying For : Senior Manager / Chief Manager (Safety & Environment) | View Post Details | Last Date of Submission : 31/03/2015 | Logout

Questionnaire

12 * Area of exposure

<input type="checkbox"/> Operations	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Utilities	<input type="checkbox"/> Process Development
<input type="checkbox"/> Process Improvement	<input type="checkbox"/> Project Planning	<input type="checkbox"/> Project Implementation	<input type="checkbox"/> Quality Control
<input type="checkbox"/> Quality Assurance	<input type="checkbox"/> Environment	<input type="checkbox"/> Hardware	<input type="checkbox"/> Networking
<input type="checkbox"/> Software Development	<input type="checkbox"/> IMS	<input type="checkbox"/> OHC	<input type="checkbox"/> ISO
<input type="checkbox"/> OHSAS	<input type="checkbox"/> Financial Cost Accounting	<input type="checkbox"/> Financial Auditing	<input type="checkbox"/> Domestic Sales
<input type="checkbox"/> Domestic Marketing	<input type="checkbox"/> Exports	<input type="checkbox"/> Imports	<input type="checkbox"/> Materials Management
<input type="checkbox"/> Supply Chain Management	<input type="checkbox"/> Stores Management	<input type="checkbox"/> Logistics Management	<input type="checkbox"/> Fire
<input type="checkbox"/> Safety	<input type="checkbox"/> Legal	<input type="checkbox"/> Secretarial	<input type="checkbox"/> Liaison
<input type="checkbox"/> Industrial Relationship	<input type="checkbox"/> Human Resource	<input type="checkbox"/> Training and Development	<input type="checkbox"/> Administration
<input type="checkbox"/> Security	<input type="checkbox"/> Vigilance		

13 * What contribution can you make in proposed area if selected?

(Max. 500 Characters)

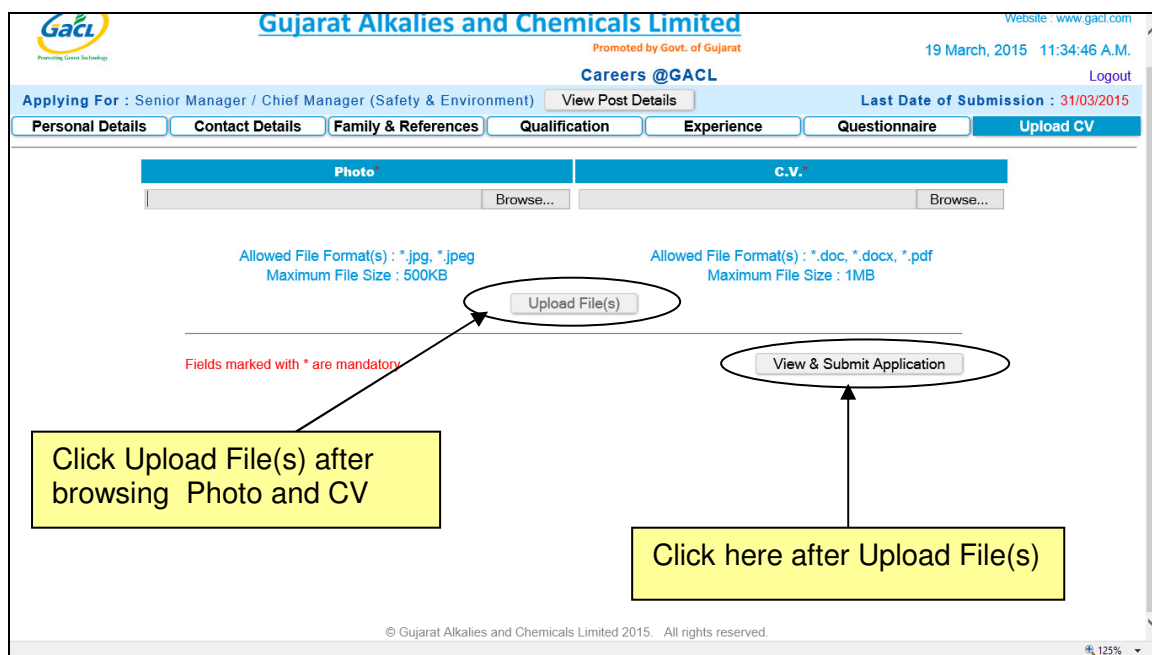
Fields marked with * are mandatory

Save & Go to Previous | Save & Go to Next

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☞ “Press Save & Go to Next” Button to save the filled details and move forward.

❖ Upload Curriculum Vitae and Photo



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Careers @GACL

Applying For : Senior Manager / Chief Manager (Safety & Environment) | View Post Details | Last Date of Submission : 31/03/2015 | Logout

Upload CV

Photo | Browse... | **C.V.** | Browse...

Allowed File Format(s) : *.jpg, *.jpeg
Maximum File Size : 500KB

Allowed File Format(s) : *.doc, *.docx, *.pdf
Maximum File Size : 1MB

Upload File(s)

View & Submit Application

Fields marked with * are mandatory

Click Upload File(s) after browsing Photo and CV

Click here after Upload File(s)

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☞ One's File(s) are uploaded click ->View & Submit Application.

☞ After viewing your application you have to final submit the application by selecting the checkbox given and finally click the Submit button.

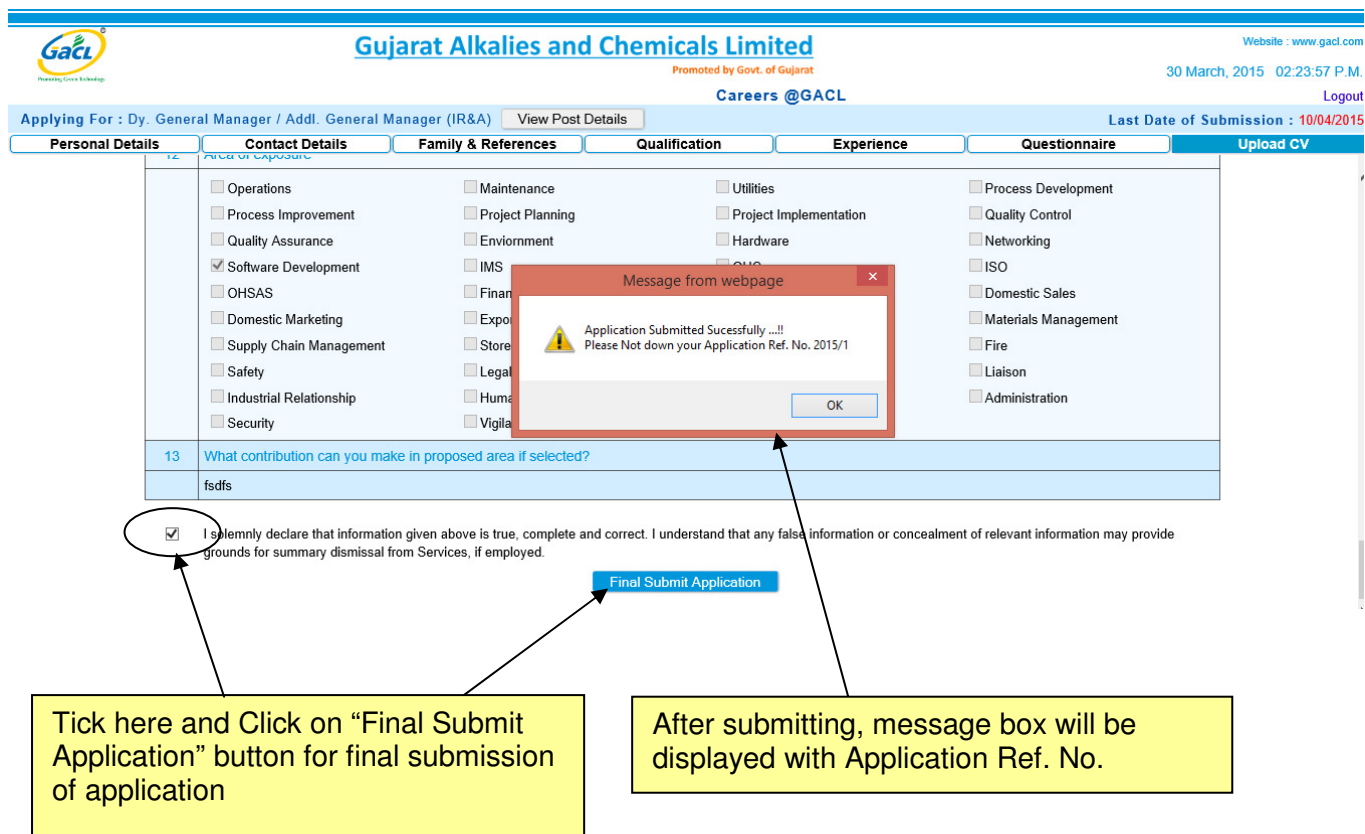
❖ Final Submission of Application

To submit your application for evaluation, you are required to press “Final Submit Application” button.

In case if you do not submit your application by pressing “Final Submit Application” button, your details will not be considered as your candidature for the selected opening.

You can edit your any of the details before you Finally Submit your Application. Once you have finally submitted your details by pressing “Final Submit Application” button, no details can be edited, you can just view the details.

Once the application is finally submitted, System will generate Unique Reference No. You are required to note down that Unique Reference No. and have to mention in all your future correspondence with respect to your application for selected opening.



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Applying For : Dy. General Manager / Addl. General Manager (IR&A) View Post Details

Last Date of Submission : 10/04/2015

Personal Details **Contact Details** **Family & References** **Qualification** **Experience** **Questionnaire** **Upload CV**

☐ Operations ☐ Maintenance ☐ Utilities ☐ Process Development

☐ Process Improvement ☐ Project Planning ☐ Project Implementation ☐ Quality Control

☐ Quality Assurance ☐ Environment ☐ Hardware ☐ Networking

☒ Software Development ☐ IMS ☐ ISO

☐ OHSAS ☐ Financial ☐ Domestic Sales

☐ Domestic Marketing ☐ Export ☐ Materials Management

☐ Supply Chain Management ☐ Store ☐ Fire

☐ Safety ☐ Legal ☐ Liaison

☐ Industrial Relationship ☐ Human ☐ Administration

☐ Security ☐ Vigilance

13 What contribution can you make in proposed area if selected?

fsdfs

☒ I solemnly declare that information given above is true, complete and correct. I understand that any false information or concealment of relevant information may provide grounds for summary dismissal from Services, if employed.

Final Submit Application

Message from webpage
Application Submitted Successfully ...!!
Please Not down your Application Ref. No. 2015/1
OK

Tick here and Click on “Final Submit Application” button for final submission of application

After submitting, message box will be displayed with Application Ref. No.